
Subject: Nutrition Education Contact - Certifications

Effective Date: October 1, 2005

Revised from: October 1, 2004

Policy: Nutrition education shall be provided to all clients during the initial certification and recertification visits. Nutrition education should be interactive and involve an exchange of information between the client and educator. Nutrition education shall be based on the client's risk, cultural and language needs and interests. Nutrition education should follow the basic principles outlined in **NED: 01.00.00 - Nutrition Education Overview**.

Only the Competent Professional Authority (CPA) shall provide nutrition education during the initial and subsequent certification visits.

Individual counseling must be used to provide nutrition education at certifications.

Reference: CFR §246.11

Procedure:

1. Document in the client's KWIC record using the KWIC Certification, Mid-certification or Recertification wizards, all nutrition education occurring at certification visits. Document on the Topics, Handout, Plan and Notes KWIC tabs as appropriate.
2. Provide drug and other harmful substance abuse information to all women and caregivers of infants and children (**Refer to CRT 08.03.00 - Drug and Substance Abuse Referrals**).
 - a. This information may be provided through handouts, counseling, posters, or referrals to appropriate services.
 - b. Document in the appropriate KWIC wizard.
3. Provide encouragement to all pregnant women to breastfeed unless contraindicated for health reasons (**Refer to NED: 06.00.00 - Breastfeeding Contraindications**).
4. Create an individualized nutrition care plan with the client/caregiver by using the Plan tab in KWIC. The care plan should be a written strategy aimed at improving or resolving the problems identified during the visit. The care plan should include:
 - a. Client's goals: what the client wishes to accomplish during the certification period to better their nutrition, physical activity or health.
 - b. Nutrition goals: the goal(s) set by the CPA for the client to accomplish in the certification period. These are tied to the assessment and problems found during the certification visit.

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- c. Recommendations: Specific items that the CPA tells the client to help them resolve or improve the identified problems. These recommendations should be simple small steps that the client can accomplish.
 - d. Reinforce: Suggestions for things to follow up at future visits with the client. This may include points that the CPA wishes to support or actions that need to be completed at the next visit.
 - e. At least one section of the Plan tab must be completed for each client certification. If all fields of the Plan tab are not used, all of the information that would be included in the Plan tab must be documented elsewhere within the KWIC system.
5. Schedule the next nutrition education contact appointment (class, 2C, high-risk) using the KWIC appointment book.